

LEGISLATIVE ASSOCIATE

DEFINITION: Under general supervision, performs professional legislative work of moderate difficulty in monitoring, analyzing, and reporting on Congressional issues, and provides relevant information to Navajo Nation government officials; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Researches and analyzes proposed and pending congressional legislation impacting the Navajo Nation; attends congressional and/or federal agency hearings as required; reviews and analyzes items from congressional records and federal registers relevant to the Navajo Nation; attends meetings with Navajo Nation officials, members of congress and their staff, federal officials, representatives of other Indian tribes, and interest groups.

Prepares briefings, reports and correspondence relating to legislative activities; monitors and provides information to appropriate tribal officials; drafts talking points or testimony; provides information on available funding and programs of interest to the Navajo Nation; keeps abreast of current events and national news regarding Native Americans; provides technical assistance and counsels tribal programs.

Represents the Navajo Nation at various functions; advises and assists with policy recommendations to tribal officials on Navajo Nation, congressional, and state legislative issues; conducts and provides research, analysis and reports to tribal officials as requested; coordinates, prepares and reports on legislative matters.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo Nation, state and federal governmental processes,
Knowledge of legislative, economic and social issues affecting the Navajo Nation.
Knowledge of legislative affairs planning, legislative analysis techniques, regulatory systems and procedures analysis.
Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis.
Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.
Skill in the interpretation and analysis of legal and quasi-legal documents including Navajo Nation, federal and state guidelines.
Skill in developing and monitoring complex legislative processes in order to analyze and present policy alternatives.
Skill in managing complex internal relationships and providing advise and council to Navajo Nation and other governmental officials.
Skill in maintaining open communication and effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Political Science, Public or Business Administration, or closely related field; and two (2) years of work experience in the legal or legislative

THE NAVAJO NATION

Class Code: 1011
Legislative Series
Legislative Support Group
Overtime Code: Exempt
Pay Grade: 66

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field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.